



# Brentwood Recovery Home

## JOB POSTING

---

---

**JOB TITLE:** Manager of Fund Development

**DATE PREPARED:** May 1, 2026

**DEPARTMENT:** Corporate Services

**POSTING NO:** 9 - 2026

**REPORTS TO:** Executive Director

---

---

### GENERAL SUMMARY

Reporting to the Executive Director, the Fund Development Manager is responsible for the strategic leadership, development, and execution of Brentwood Recovery Home's fundraising and donor engagement initiatives.

Working in close collaboration with the Executive Director, Senior Leadership Team, and Board of Directors, this role builds sustainable funding streams, strengthens community relationships, and enhances Brentwood's visibility and reputation as a leader in addiction recovery services.

### ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

*In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:*

- Demonstrate and exemplify Brentwood's mission and values in day-to-day work.
- Act with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Compliance with organizational, health and safety and privacy regulations and requirements

### KEY RESPONSIBILITIES

- Develop and implement a comprehensive fundraising strategy
- Lead grant writing, proposals, and funding reports
- Build and manage donor and community relationships
- Plan and execute fundraising events, campaigns, raffles, and lotteries
- Support branding, communications, and public engagement efforts
- Track fundraising performance and maintain donor systems
- Collaboration with Executive Director, Leadership Team, and Board

*Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

## QUALIFICATIONS

- Post-secondary education in communications, fundraising, or related field
- 3–5 years' experience in fundraising and grant writing
- Experience in non-profit sector preferred
- Experience with raffles and lotteries an asset

## CORE COMPETENCIES

- Strong communication and storytelling skills
- Relationship-building and stakeholder engagement
- Attention to detail and organizational strength
- Strategic thinking and initiative

## WORKING CONDITIONS

- Combination of office and community-based work
- Occasional evenings and weekends for events

## ADDITIONAL DETAILS

- Permanent, full-time (37.5 hours weekly), salaried position
- Health and dental benefits
- Employer-matched pension plan
- Generous vacation and personal days
- Annual salary range - \$67,352 - \$79,463
- Police clearance with vulnerable sector check required

## Why Join Brentwood?

Brentwood Recovery Home is committed to supporting recovery through compassionate, evidence-informed care. This role offers an opportunity to make a meaningful impact by strengthening financial sustainability, community engagement and supporting life-changing programs.

## How to Apply

Resume may be submitted directly online or by email to Brentwood HR at [rrobinet@brentwoodrecovery.com](mailto:rrobinet@brentwoodrecovery.com). Applications will be accepted until end of business on Friday, May 22, 2026. Only candidates selected for interviews will be contacted.

**Please mark in the subject line “Posting # 9-2026”**

*Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*